



CONTINUING EDUCATION

JUNE 5, 2024

10:00 AM – 11:00 AM

VIRTUAL ZOOM MEETING

Zoom link will be sent 1 day prior to class

MemberMax™/EduPass: FREE

GMAR Members: FREE

Non-Members: \$20.00

Officially certified for 1 Elective CE credit by:



Presented by

BART PATTERSON | ABR, ACP, CIAS, CRS, CDPE, GREEN, e-PRO, GRI, SRES, REO. RENE, PSA, MCNE

If you do any paperwork in your business, be it flyers, letters, contracts, forms, etc., Microsoft WORD is a tool you need to know. This class will teach you the basics of how to navigate and utilize WORD to assist you in creating and editing documents that you use everyday in your business.

- Basic Formatting
- Copy & Paste features from other documents or PDF files
- Creating Forms
- Adding tables to your documents
- Using Style & Themes
- Adding pictures to your documents

For questions contact:

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Register today!

<https://gmaronline.com/event/2024-06-05/word>